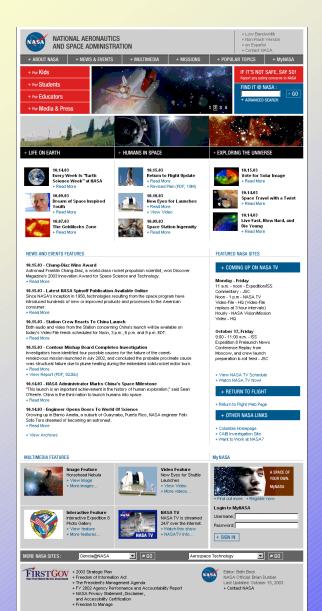# NASA Portal

Quality Checking (QC) and Librarian Role

Ellie Trevarthen

Editorial Board Meeting
November 5, 2003

Overview

- Purpose

- Team Members

- Process

- Let's Do a Few

- Communication

- Next Steps...

- Acknowledgement

- Suggestions / Questions?

Purpose

Portal content is quality checked to ensure that:

- Published content is free of grammar and spelling errors.

- All images have valid ALT tags for mandatory 508 compliance.

Portal content is metagged to:

- Enable effective search.

- Populate *Popular Topics* and *MyNASA.*

- Ensure long-term management of NASA knowledge resources.

Team Members

Missions Workflow

- Lynda Warnock (KSC)
- Jeanne Ryba (KSC)

Vision / Humans in Space Workflow

- Kim Dismukes (JSC)
- Ida Dravian (JSC)

All other Publish Workflows (including Education*)

- Laura Vicik (LaRC)
- Lauretta Payne (LaRC)
- Kirk Munsell (JPL)
- Ellie Trevarthen (back-up)

*Education Team metatags Education content

- Each content creator tags his/her own content.
- Flint Wild checks metatags.

Process

- Automated workflow e-mail notification
- Consider publishing sequence
  - Detail Pages
  - Index Pages
  - Archive Pages (will be automated)
- Normal path vs. Emergency Path
- Preview (proofread)
- QC Actions
  - QC Approve (Regular Path)
  - QA & Metadata Accept (No Changes Needed) (Emergency Path)
  - QC Reject (use "Notes" field to explain why)
- Metatag Actions
  - Add Metatags
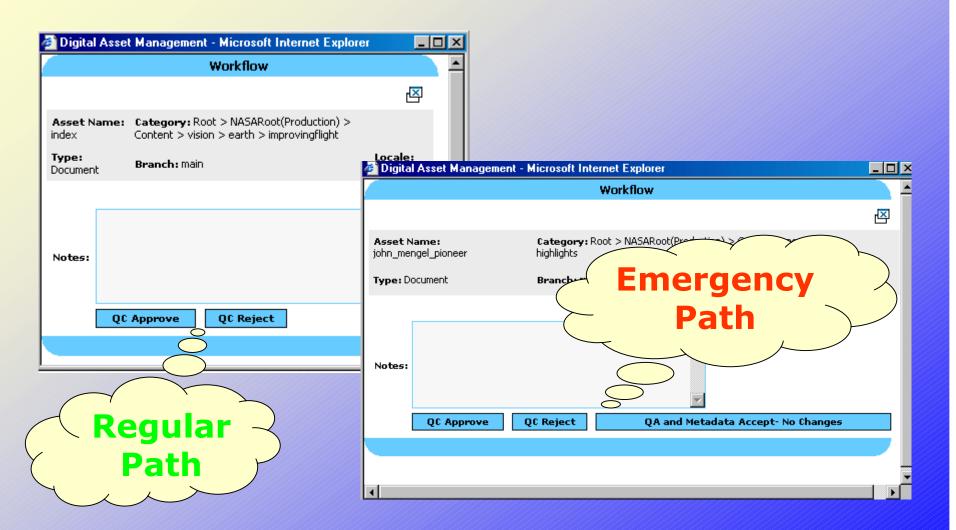 - Add Metatags & Release from Workflow (dummy docs)

Process (cont'd)

- QC/Librarian might approve content but use "Annotation" feature to communicate with content owner when

  - Content is OK to be published, but

  - There's a question or suggestion about grammar or metadata.

- Content owner may

  - Edit content or Metadata and reapply Publish Workflow, or

  - Ignore suggestion(s).

Let's Do a Few

Communication

- Use Workflow "Notes"—QC Team can't tell what's changed 😕

- Tag-up telecons

- Updated documentation
  - (More) "Tips for Content Creators"
  - Format & Editorial Standards
  - Metadata Guidelines

- Training

Next Steps…

☎ Schedule Tag-ups

🖥 Schedule ViTS Training

- ITAR Overview (John Hall)
- Metatagging
  - ➢ Dublin Core (Joanne Rocker)
  - ➢ NASA Thesaurus & Machine-Aided Indexing (Bill von Ofenheim)
  - ➢ Education Metatags (Education Team)
  - ➢ NASA Taxonomy (Jayne Dutra)

🗐 Update Metadata Guidelines

Acknowledgement

The QC team appreciates the high quality of content they receive in the Publish Workflows and the cooperation they've enjoyed from the content publishers.

Suggestions / Questions ?